



Kitchener-Waterloo Collegiate & Vocational School

Course Change Application: Start of Semester

Student Name: _____

Home Phone Number: _____ Counsellor: _____

1st Period Teacher: _____ MSIP Period: A B C D E (circle) MSIP Room: _____

(2nd Period Teacher if you have a spare first period)

- This form must be completed in full. Incomplete forms will not be processed.
• Guidance counsellors will contact the student during his/her class (likely during MSIP).
• Invalid or inadequate reasons will cause your course change application to be given a low priority.
• Students who cannot be reached in class due to invalid absences will also be given low priority and ultimately their application might not be processed.

Deadline to Submit Completed Forms: Monday February 9, 2015 @ 3PM

Reason for Application: (please check)

- o scheduled in a course that I have already passed
o lacking the prerequisite course
o wrong level (eg. academic vs applied)
o need prerequisite course for college/university
o missing requirement for graduation (eg. Group 1)
o do not have a full timetable
o other (explain): _____

Please complete (include course codes):

Table with 2 columns: PERIOD, CURRENT TIMETABLE. Rows A, B, C, D, E.

Further Explanation of Above Application: (must be provided) _____

We, the undersigned, support the above proposed change. We understand that the student must continue to attend all scheduled classes. We understand that it may not be possible to accommodate the request for a course change.

Student Signature: _____

Parent/Guardian Signature: _____
(required if student is under 18 years)

TEXTBOOK RETURN: All textbooks of dropped courses must be returned at the time that the change is granted. Please bring them with you.

FOR COUNSELLOR USE ONLY:
o Form complete
o Request granted o Request denied
o Textbooks returned to counsellor (if applicable)
o Timetable exchanged
Counsellor's Signature: _____ Date Processed: _____